CA-PMM

Project Name: ELECTRONIC RECORDS SYSTEM

OCIO Project #: 5160-46
Department: REHABILITATION
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Department: REHABILITATION

Reporting Period: *From:* 7/1/09 *To:* 7/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Access to virtual servers delayed	Data conversion activities may be delayed	Follow up on status of access exception form with OTech
2. Were any key milestones or deliverables rescheduled?	Yes	Furlough	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR
3. Was work done that was not planned?	No	All work done was planned	No impact to project. Completion of planned work served to keep schedule on track	Monitor schedule to ensure completion of planned work and need for any unplanned work
4. Were there any changes to scope?	No	Scope remains consistent	No impact to project since scope has not changed	Monitor scope and change requests
5. Were tasks added that were not originally estimated?	No	No tasks were added	No impact to project since no tasks were added	Monitor schedule along with scope or change requests
6. Were any tasks or milestones removed?	No	None were removed as all were required to keep schedule on track	No impact to project since none were removed	Monitor schedule
7. Were any scheduled tasks not started?	Yes	Access to virtual servers delayed	Data conversion activities may be delayed	Follow up on status of access exception form with Otech

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8. Are there any new major issues?	Yes	Furlough	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in
9. Are there any staffing problems?	Yes	While, staffing estimates remain unchanged, state furlough impacts availability	Project completion date extended to October 2011	Schedule has been re-baselined and furlough days have been factored in. Submit SPR

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Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Project completion date extended to October 2011	Schedule has been re-baselined. Submit SPR

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8. Are any major new issues foreseeable?	Yes	Furlough impacted schedule	Schedule has been re-baselined and furlough days have been factored in. Submit SPR
9. Are any staffing problems anticipated?	Yes	Furlough impacted staff availability per schedule	Schedule has been re-baselined and furlough days have been factored in. Submit SPR

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during **this reporting period.**

Acceptance of prime vendor's remaining Deliverable Expectation Document and Requirements Validation Acceptance.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Requirements Validation Acceptance	7/27/09	7/27/09	Done	N/A	7/27/09

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Submit SPR.

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Project Manager to Sponsor

Milestones	x			
Deliverables	x			
Resources	x			
OneTime Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR.
Continuing Cost	x			

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Project Manager to Sponsor

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Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Requirements Validation Acceptance	7/27/09	7/27/09	Done	N/A	7/27/09

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Submit SPR.
Milestones	x			

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Sponsor to Executive Committee

Deliverables	x			
Resources	x			
One Time Cost		x		Schedule is re-baselined to integrate prime vendor's schedule and furlough days, and subsequently project completion date is extended to October 2011. Increase to one-time project costs seen due to additional months added to the schedule. Submit SPR.
Continuing Cost	x			

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Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score		Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0**	Green	Strong buy-in - customer and end users continue to voice support of the project and provide resources as requested
	Medium Degree of Buy-In	1			
	Low Degree of Buy-In	2			
2. Technology Viability	Strong Viability	0	**0**	Green	Technology remains effective, meets technical and operational needs of the department, including accessibility requirements
	Medium Viability	1			
	Weak Viability	2			
3. Status of the Critical Path (delay)	<5%	0	**1**	Yellow	Schedule re-baselined to integrate with prime vendor's schedule and furloughs. Project completion date extended to October 2011. Submit SPR
	5% to 10%	1			
	>10%	2			
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**1**	Yellow	Schedule re-baselined to integrate with prime vendor's schedule and furloughs. Project completion date extended to October 2011 and subsequent increase in one-time project costs seen due to added project months. Submit SPR
	5% to 10%	1			
	>10%	2			
5. High-Probability, High-Impact Risks	0 to 3	0	**0**	Green	Scoring consistent with number of high level risks reported at this time
	4 to 6	1			
	>6	2			
6. Unresolved Issues	On time	0		G	No unresolved issues reported at

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(on time resolution)	Late with no impact	1	**0**	reen	No unresolved issues reported at this time
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**0**	Green	Sponsor/PM meetings are ongoing. Sponsor actively participates in steering committee and kick-off meetings
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	**0**	Green	Project is tightly aligned with the department's mission and strategic plan
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	**0**	Green	Project remains critical to the achievement of the department's mission and goals
	Medium	1			
	Weak	2			

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	Consultants supporting the project and prime vendor are providing deliverables as required in their contracts
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**0**	Green	Milestones been met per re-baselined schedule
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**	Green	Deliverables are being met as planned
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**	Green	Resources as planned are available at this time except on furlough days
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	No overtime utilization reported
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	Team meets regularly and actively reviews deliverables
	Moderately Effective	1			
	Ineffective	2			
		Total	**2**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

All consultants supporting the project are providing deliverables as required in their contracts. No performance issues noted at this time.